

5 FAH-2 H-220 PSEUDO HEADER

(TL:TEL-1; 07-01-1998)

5 FAH-2 H-221 COMMON FACTORS

(TL:TEL-1; 07-01-1998)
(Uniform State/USAID/USIA)

The pseudo header is the first six lines of an outgoing telegram. Except for the classification line, the pseudo header contains information for post's internal use only. The approval, drafter and clearance lines in the pseudo header correspond to notations inside the right margin of paper telegram forms, where approving, drafting and clearing officers certify the outgoing telegram with signed initials. Each IPC maintains its own dissemination symbols abbreviations.

5 FAH-2 H-222 LINE 1—CLASSIFICATION

(TL:TEL-1; 07-01-1998)
(Uniform State/USAID/USIA)

a. All telegrams transmitted over Department facilities must adhere to exact National Communication System (NCS) standards that require an explicit "unclassified" marking, a classification, or an administrative control designation.

b. The first line of the outgoing telegram is the classification line and the most common designations or classifications are UNCLASSIFIED, UNCLAS EFTO, CONFIDENTIAL, SECRET or TOP SECRET. The military special handling designator SPECAT must follow a classification if the drafter wants the telegram handled as military Special Category. See 5 FAH-2 H-251 for more information about SPECAT format.

5 FAH-2 H-222.1 Executive Order 12958 Classifications

(TL:TEL-1; 07-01-1998)
(Uniform State/USAID/USIA)

In accordance with E.O. 12958, classified national security information must be classified as Top Secret, Secret or Confidential, using the criteria below.

(1) "Top Secret—information the unauthorized disclosure of which could cause exceptionally grave damage to the national security that the classifier can identify or describe."

(2) “Secret—information the unauthorized disclosure of which reasonably could be expected to cause serious damage to the national security that the classifier can identify or describe.”

(3) “Confidential—information the unauthorized disclosure of which reasonably could be expected to cause damage to the national security that the classifier can identify or describe.”

5 FAH-2 H-222.2 Administrative Control Designations

(TL:TEL-1; 07-01-1998)
(Uniform State/USAID/USIA)

Administrative control designations are special phrases used with unclassified telegrams to indicate who is authorized to handle the telegram or how the telegram may be transmitted.

5 FAH-2 H-222.2-1 Unclassified Encrypted For Transmission Only (EFTO)

(TL:TEL-1; 07-01-1998)
(Uniform State/USAID/USIA)

UNCLAS EFTO is a transmission control procedure to ensure unclassified telegrams are transmitted over circuits that meet the security requirements for classified information. Circuits for classified information must be encrypted, have classified routing indicators, and be operated and administered only by cleared American personnel.

5 FAH-2 H-222.2-2 For Official Use Only (FOUO)

(TL:TEL-1; 07-01-1998)
(Uniform State/USAID/USIA)

For Official Use Only is a Department of Defense administrative designation applied to information which should be disseminated on a need-to-know basis and which is exempt from public disclosure. Military telegrams marked “For Official Use Only” at the beginning of the text must have UNCLAS EFTO on the classification line.

5 FAH-2 H-222.2-3 Sensitive But Unclassified (SBU)

(TL:TEL-1; 07-01-1998)
(Uniform State/USAID/USIA)

a. “Sensitive But Unclassified” (SBU) is a Department administrative control designation that restricts access to those with the need to know. SENSITIVE appears one blank line after a channel caption, if used, or by itself as a caption. See 5 FAH-2 H-222 Exhibit H-222.2-3a for an example.

b. SBU NOFORN telegrams are disseminated only to American personnel (NO FOREIGNERS) and must have UNCLAS EFTO on the classification line. SENSITIVE appears one blank line after a channel caption, if used, or by itself as a caption; NOFORN appears one blank line below SENSITIVE. See 5 FAH-2 H-222 Exhibit H-222.2-3b for an example. See 12 FAM for guidelines on when to use the SBU and SBU NOFORN designations.

5 FAH-2 H-223 LINE 2—CHARGE SYMBOL, DATE

(TL:TEL-1; 07-01-1998)
(Uniform State/USAID/USIA)

a. The second line of the pseudo header has a charge symbol and the date the telegram is drafted. The charge symbol represents the agency or budget allotment responsible for the subject referred to in the telegram.

b. Some common charge symbols are ICASS (International Cooperative Administrative Support Services), PROG (Program), DAO (Defense Attaché Office), AID (Agency for International Development), USIS (United States Information Service), PC (Peace Corps), FAS (Foreign Agricultural Service), etc. The most common date format is MM/DD/YY (Month, Day, Year), but use the date format that meets the requirements of post's telegraphic processor.

5 FAH-2 H-224 LINE 3—APPROVING OFFICER

(TL:TEL-1; 07-01-1998)
(Uniform State/USAID/USIA)

The Chief of Mission or designees must approve all outgoing telegrams for transmission. The third line in the pseudo header contains the office designation and name of the approving officer. The exact format, punctuation and accepted abbreviations depend on IPC's telegraphic processor.

5 FAH-2 H-224.1 E.O. 12958 Classification Authority

(TL:TEL-1; 07-01-1998)
(Uniform State/USAID/USIA)

In accordance with E.O. 12958, the Secretary delegates authority to originally classify documents to Department officials at the level of Under Secretary, Assistant Secretary, Deputy Assistant Secretary, Chief of Mission, Chargé d'Affaires, principal officer and others as necessary. At embassies the approving officer is generally the Chief of Mission (or Consul General at consulates), who is also the original classification authority. See

5 FAH-2 H-242 and 5 FAH-2 H-246 for instructions regarding other E.O. 12958 provisions.

5 FAH-2 H-224.2 Designation of Approving Officers

(TL:TEL-1; 07-01-1998)
(Uniform State/USAID/USIA)

Only the Chief of Mission (COM) can designate other telegram approving officers. The COM should restrict approving officer designation to those officers at a high enough organizational level to guarantee effective telegraphic control. USIA public affairs officers and heads of media extensions can approve for transmission only those telegrams captioned USIA. All other telegrams must be approved by the COM or designee.

5 FAH-2 H-224.3 Method of Approval and Clearing

(TL:TEL-1; 07-01-1998)
(Uniform State/USAID/USIA)

a. Approving and clearing officers usually sign their initials inside the upper right margin of paper Optical Character Reader (OCR) copies. Procedures for approving and clearing telegrams at posts with electronic dissemination systems depend upon post customs, which should be included in the IPC Standard Operating Procedures.

b. For posts that use paper OCR copies, the IPC should keep a current list of signatures and initials of all approving officers in the SOP. This list should specify which special distribution captions each officer can authorize.

5 FAH-2 H-225 LINE 4—DRAFTING OFFICER

(TL:TEL-1; 07-01-1998)
(Uniform State/USAID/USIA)

The drafting officer's office designation and name appear on the fourth line of the pseudo header. The drafter obtains clearance and approval before submitting telegrams to communication centers for transmission.

5 FAH-2 H-226 LINE 5—CLEARANCES

(TL:TEL-1; 07-01-1998)
(Uniform State/USAID/USIA)

On the fifth line the drafter lists the office designations and names of officers who must read and concur with the outgoing telegram. Each of the six lines of the pseudo header is dedicated to one function, and only the fifth line may contain clearances. If all clearances will not fit on the fifth line,

follow post procedures for recording additional clearance signatures.

5 FAH-2 H-227 LINE 6—DISSEMINATION SYMBOLS

(TL:TEL-1; 07-01-1998)
(Uniform State/USAID/USIA)

The mission offices that will receive return copies of the transmitted telegram are designated by dissemination symbols listed on the sixth line of the pseudo header. The first dissemination symbol represents the drafter's office. The highest-ranking IRM officer consults with post management to formulate dissemination symbols that meet the needs of the post.

5 FAH-2 H-228 ZFF OPERATING SIGNAL

(TL:TEL-1; 07-01-1998)
(Uniform State/USAID/USIA)

a. The operating signal ZFF with appropriate numerical suffix signifies "acknowledgment required." The line between the pseudo header and the originator's telegraphic address is reserved for ZFF; if ZFF is not used, this line must remain blank. See 5 FAH-2 H-423 Exhibit H-423 for a list of ZFF suffixes.

b. ZFF on an outgoing telegram causes the telegraphic processor to insert special acknowledgment operating signals on Format Line 5 of the transmission telegram. NODIS, SECTO or other telegrams for which the drafter or approving officer requests acknowledgment should have ZFF between the pseudo header and originator's telegraphic address. See 5 FAH-2 H-228 Exhibit H-228 for an example of an outgoing telegram with ZFF. See 5 FAH-2 H-423 for information about IPC acknowledgment procedures.

c. If IPC accepts outgoing NODIS or SECTO telegrams without ZFF, IPC should set up alternate procedures to ensure the transmission telegram contains the acknowledgment operating signal.

5 FAH-2 H-229 UNASSIGNED

5 FAH-2 H-222 Exhibit H-222.2-3a OUTGOING SBU TELEGRAM FORMAT

(TL:TEL-1; 07-01-1998)
(Uniform State/USAID/USIA)

UNCLASSIFIED

APV:

PROG 12/9/96

AMB: MMANSFIELD

DFT:

RSO: MJOHNSON

NONE

CLR:

RSOX

AMEMBASSY COPENHAGEN

SECSTATE WASHDC

SENSITIVE

E.O. 12958: N/A

TAGS: ASEC

SUBJECT: SBU EXAMPLE FORMAT

THIS IS AN EXAMPLE OF A SIMPLE SBU TELEGRAM WITH NO OTHER
CAPTIONS. MANSFIELD##

UNCLASSIFIED

APV:

PROG 12/9/96

AMB: MMANSFIELD

DFT:

RSO: MJOHNSON

DCM: SWALDEN

CLR:

DSCH

AMEMBASSY STOCKHOLM

SECSTATE WASHDC

DS CHANNEL

SENSITIVE

E.O. 12958: N/A

TAGS: ASEC

SUBJECT: SBU EXAMPLE FORMAT

THIS IS AN EXAMPLE OF AN OUTGOING SBU TELEGRAM WITH
A CHANNEL CAPTION. MANSFIELD##

ADMINISTRATIVELY CONTROLLED FOR EXHIBIT PURPOSES ONLY

5 FAH-2 H-222 Exhibit H-222.2-3b OUTGOING SBU NOFORN TELEGRAM FORMAT

(TL:TEL-1; 07-01-1998)
(Uniform State/USAID/USIA)

UNCLAS E F T O
PROG 12/9/96
AMB: MMANSFIELD
RSO: MJOHNSON
NONE
RSOX

APV:
DFT:
CLR:

AMEMBASSY OSLO
SECSTATE WASHDC

SENSITIVE

NOFORN

E.O. 12958: N/A
TAGS: ASEC
SUBJECT: SBU NOFORN EXAMPLE FORMAT

THIS IS AN EXAMPLE OF AN SBU NOFORN REQUIRING UNCLAS
E F T O ADMINISTRATIVE CONTROL. UNCLAS E F T O ENSURES
THAT THE TELEGRAPHIC PROCESSOR ASSIGNS A SECURITY
WARNING OPSIGN, ZNY EEEEE, ON FL-4. THE TELEGRAM CAN
ONLY BE TRANSMITTED OVER CIRCUITY THAT MEETS SECURITY
CRITERIA FOR HANDLING CLASSIFIED INFORMATION. MANSFIELD##

UNCLAS E F T O
PROG 12/9/96
AMB: MMANSFIELD
RSO: MJOHNSON
DCM: SWALDEN
DSCH

APV:
DFT:
CLR:

AMEMBASSY HELSINKI
SECSTATE WASHDC, IMMEDIATE

DS CHANNEL

SENSITIVE

NOFORN

E.O. 12958: N/A
TAGS: ASEC
SUBJECT: SBU NOFORN EXAMPLE FORMAT

THIS IS AN EXAMPLE OF AN SBU NOFORN OUTGOING TELEGRAM
WITH A CHANNEL CAPTION. MANSFIELD##

ADMINISTRATIVELY CONTROLLED FOR EXHIBIT PURPOSES ONLY

5 FAH-2 H-228 Exhibit H-228 OUTGOING NODIS TELEGRAM WITH ZFF

(TL:TEL-1; 07-01-1998)
(Uniform State/USAID/USIA)

CONFIDENTIAL
PROG 12/9/96
AMB: MMANSFIELD
DCM: SWALDEN
NONE
DCMX
ZFF4
AMEMBASSY SOFIA
SECSTATE WASHDC, PRIORITY

APV:

DFT:

CLR:

NODIS

E.O. 12958: DECL: 1/30/97
TAGS: PREL
SUBJECT: ZFF EXAMPLE FORMAT

REF: STATE 362908

CLASSIFIED BY: AMBASSADOR MANSFIELD. REASON: 1.5 D

1. (U) THIS IS AN EXAMPLE OF A TELEGRAM REQUIRING THE OPSIGN ZFF. THIS IS HOW THE DRAFTER SHOULD COMPOSE THE TELEGRAM SO THAT IT IS READY TO BE PROCESSED.

2. (C) THIS TEXT IS CLASSIFIED FOR EXHIBIT PURPOSES ONLY. THE TCH CONTAINS NO CLASSIFIED INFORMATION.
MANSFIELD##

CLASSIFIED FOR EXHIBIT PURPOSES ONLY